



Lunchtime Supervision Policy

Chair's signature...Mrs E Surtees

Head's signature.....Mr M Tipple-Johnson

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The school has responsibility for the provision of school meals and the supervision of the pupils at lunchtime.

The school meals at Merrydale Infant School are prepared in the Dining Hall by City Catering, who has full responsibility for providing the meals.

The lunch break at Merrydale Infant School is from 11.25am to 12.30pm for Foundation Stage children, 12.00 to 1.00pm for Year 1 children and 12.20 to 1.20pm for Year 2 children. All children eat in the dining hall irrespective of whether they are eating a hot meal or a packed lunch.

The Headteacher or Deputy Headteacher in their absence is obliged to ensure there are satisfactory levels of supervision throughout the lunchtime. To assist with the supervision Merrydale Infant School has appointed 2 Senior/Lead Dining Supervisors, 1 for the Foundation Stage team and 1 for the Key Stage 1 team. In total we have 18 supervisors - 9 in the Foundation Stage and 9 in Key Stage 1 (including the 2 lead dining supervisors. Children with a statement of need have a designated 1:1 dining supervisor to assist them during lunchtime (currently 2 in Key Stage 1 and 2 in the Foundation Stage). We consider these adults as having a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunchtime start the afternoons refreshed and ready to learn.

The Headteacher has overall responsible for the management, training and welfare of the supervisors in school.

The Role of the Lunchtime Supervisors

The Senior/Lead Supervisor organises their team of Dining Supervisors. The main aspects of this role are:

- Oversee the care, welfare and supervision of the children during the lunch break, in the playground and dining areas during lunchtime.
- Manage their team of Dining Supervisors.
- Arrange the timetable and tasks for each supervisor (which may change on a daily basis dependant on availability/illness).
- Review and monitor the performance of the Dining Supervisors.
- Be aware of and inform the Dining Supervisors of the emergency procedures.
- Deal with minor accidents and incidents.
- Report directly to the Head Teacher on issues concerns and procedures.
- Keep records of any incidents and accidents if asked.
- Undertake any necessary training as required.
- To be aware of the school's responsibility to safeguard children and to be familiar with the Safeguarding policy.

The main aspects of the Dining Supervisor role are:

- Supervising pupils on the school site as required by the Head Teacher or Senior/Lead Dining Supervisor.
- Dealing with minor incidents and accidents.
- Organising activities for pupils during breaks (especially during 'wet weather lunchtimes').
- Overseeing pupils' care and welfare during the lunch break, in the playground and elsewhere on the school site.
- Undertaking training as required.

Each member of the Lunchtime Supervisory Team has a specific role to play within the general organisation and is given a schedule to follow; this should be kept to, so that all aspects of the children's care are provided for. The Lead Supervisor deploys staff to ensure children are well cared for and there is always someone available in each area where children are present.

General duties

Each member of the Lunchtime Supervisory Team is responsible for:

- Supervising children eating their lunch: encouraging children to eat their food, behave politely and respect others within the dining hall, assisting younger children with their meals where necessary.
- Managing the children's behaviour, including orderly queuing, where necessary.
- Ensuring children do not run into the hall for their meal.
- Monitoring the playground, cloakrooms and classrooms to make sure pupils are not in unsupervised areas they should not be.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Making sure all children respect themselves and each other, and dealing with any misdemeanours in accordance with the school's Discipline and Behaviour Policy.
- Administering First Aid for minor accidents.
- Ensuring classrooms and the dining room are tidied after use.
- Organising and assisting with games and other activities – especially during wet weather lunchtimes.
- Supervising the use of the climbing frames, if the weather is appropriate.
- Ringing the bell at the end of lunch break and ensuring the children are lined up ready for the teachers to collect them.
- Undertaking any reasonable duties assigned to them by the Senior/Lead Dining Supervisor to facilitate a calm and positive atmosphere within school.

Guidelines

General advice for supervisors:

- Do not stay in one place for any length of time.
- Make sure you patrol all areas of the school building for which you are responsible.
- Do not stand talking to other supervisors or spend a long time with one group of children.
- Do not let the children think they can misbehave because you are not watching them.
- Follow the School Disciplinary Procedures.
- Aggressive play, bullying or rudeness should be stopped and dealt with following school procedures. Children are to be reminded about acceptable forms of play.
- Record all accidents in the Accident Book and seek help if the accident is a cause for concern.
- Have knowledge of the schools' Health and Safety Policy for advice.
- If a child accidentally bumps their head, their teacher must be told. The child should be observed and must take a bumped head slip home.

Presentation

- If pupils approach you, be friendly.
- Watch the games the children are playing, but do not get too absorbed, as it might distract you from what is going on elsewhere.
- Do not let children spend all their time with you, as it can prevent them from mixing with other children.
- Avoid questions to pupils that could be interpreted as 'prying' into family matters.
- Pass all lunchtime issues to appropriate staff – not directly to parents.
- Avoid gossip. Dining supervisors must express concerns to the SLT (Senior Leadership Team) rather than discuss issues between themselves.

Confidentiality

Be aware that, as a member of staff, you will be expected to keep all matters relating to the school and the pupils within it confidential. Please pass on all lunchtime issues to appropriate staff – not directly to parents.

Support for Lunchtime Supervisors

In order for Lunchtime Supervisors to fulfill their role at Merrydale Infant School, we believe it is crucial that they are valued, respected and well managed, and that their professional development needs catered for. The children are taught that the Dining Supervisors have the same authority as the teachers and should be shown the same respect.

To enable the lunchtime supervisors to make a significant contribution to the school, the following procedures are in place:

- The Lead Dining Supervisor of the area in which they work either Foundation Stage or Key Stage 1 manages all Dining Supervisors.
- The Lead Dining Supervisor may meet with their team every day to discuss any issues, share information and concerns. This occurs before the duty begins.
- Support is always available from the Head Teacher/Deputy and class teacher(s), who determine the appropriate action after a serious misdemeanour. Help is also given if there is a serious accident.
- The Inclusion Manager meets with the Dining Supervisors at least once every term to discuss matters of concern and any new initiatives.
- Training – such as from the Healthy Schools initiative, for First Aid, or Team Teach – will be provided as appropriate. Payment for time taken for training and meetings can be claimed at the usual hourly rate.
- Dining Supervisors will receive updated Safeguarding training as and when necessary.

Structure of daily working for dining supervisors including the dining hall and playground areas

Foundation Stage –

Dining supervisors assigned to specific classes will be ready to take their children to the dining hall at 11.25am. A dining supervisor will be located at each end of the line to ensure maximum supervision of the children whilst walking from the main school building to the dining hall.

At 12.30pm the bell will be rung and children taken back to their classrooms by their designated dining supervisors. The lead dining supervisor will carry out a sweep of the outdoor area to ensure all children are accounted for. Dining supervisors will then settle the children ready for the start of the afternoon session and discuss with class staff any issues that may have occurred during the lunchtime.

Key Stage 1 –

- At 11:55am the Year 1 dining supervisors go to their classes ready for a 12.00 handover.
- At 12:00pm the children are taken into the playground by their class dining supervisor.
- At 12:05pm the first Year 1 class is taken to the Dining Hall
- By 12:15pm the year 2 dining supervisors go to the playground as enhanced supervision and ready for their class.
- At 12:20pm the year 2 children are brought into the playground by class TA's.

There will be a minimum of 3 dining supervisors in the playground to supervise the children safely at all times.

- At 1:00pm the bell is rung and the year 1 children line up ready for their afternoon session.
- At 1:20pm the bell is rung and the year 2 children line up ready for their afternoon session.
- By 1:25pm the year 2 dining supervisors have finished their daily shift.

Wet/inclement weather procedure

Foundation Stage –

In the event children are unable to be outside during the lunchtime the procedure will be the following. The first group of children who have finished their lunch will leave the dining hall and be escorted by 3 dining supervisors (1 dining supervisor from each class who will remain in their designated classroom area). The groups of children (of mixed classes) as they finish their lunch will be escorted by 2 dining supervisors (the lead dining supervisor and 1 other), to their designated class and supervised. This will allow children to return to the correct classroom once they have finished their lunch, and be accounted for more easily. Once all children are located in classrooms, the lead dining supervisor will carry out an additional check to ensure the children are accounted for in their correct classroom. The dining supervisors will remain in their designated classrooms, which will ensure maximum supervision of the children at all times.

Key Stage 1 –

In the event children are unable to be outside during the lunchtime the procedure will be the following. A dining supervisor will be designated to each class to supervise the children from 12.00pm (Year 1) and 12.30pm (Year 2). The children will be taken to the dining hall from their classrooms a class at a time following the same procedure as a normal dinnertime. At 12.30pm the lead dining supervisor will return from the dining hall with a dining supervisor who will go into a Year 1 classroom ready to receive the Year 1 children that have finished their lunch (these children will be a mixture of Year 1 children). The above process will be repeated until all three classes of Year 2 children have been taken to the dining hall for their lunch.

As the children finish their lunch they will be escorted to a dining supervisor in a Year 1 class from the dining hall. Once all the dining supervisors have 30 children to supervise, the lead dining supervisor will instruct a dining supervisor to go into a Year 2 classroom and receive the next 30 children as they finish their lunch. By 12.55pm the lead dining supervisor will have ensured the children in Year 1 are in their correct class ready for the start of the afternoon session. The above procedure will be repeated for the Year 2 children with the lead dining supervisor ensuring the children are in their correct class ready for the start of their afternoon session at 1.30pm.

In the event of the wet weather procedure being declared part way through lunchtime, a member of the SLT (Senior Leadership Team) will be called upon by the lead dining supervisor. Their role will be to assist with supervising the children in a classroom. This will either be the Headteacher, Deputy Headteacher or the Inclusion Manager.